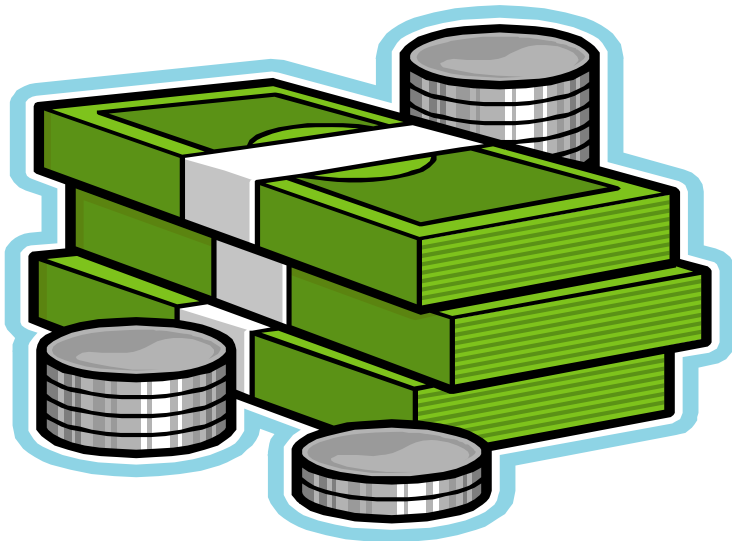# LSTA Grant Application Workshop

Utah State Library

library.utah.gov

801-715-6732

Where Does the Money Come From?

- Federal funds provided by the Institute of Museum and Library Services (IMLS)

- Administered by the Utah State Library (USL)

Getting Ready

- Revisit your strategic plan (three year plan, action plan) and your technology plan, if needed

- Review the Utah State Library Five Year Plan for goals and priorities

- Determine the community (not the library) need

- Determine the section of your community (target audience)

- Determine the benefit to the target audience

Application Tips

- Use clear, concise language

- Use "active" verbs

- Use an outline

- Use a timeline

- Follow the instructions

- Know what you can and can't

  do (see Budget Considerations)

- Use a catchy title (for publicity purposes)

- Use Outcome Based Evaluation (OBE) to measure the benefit to your community

More Application Tips

- Have someone else read through the grant for clarity and corrections before you submit it

- Include letters of support

- Sell your project - be enthusiastic

- If you can, use an advisory group as a sounding board

- Remember, you are the best proposal writer - you know your community and its needs

- Submit the Certificate of Application, with original signatures by mail, even if you submit the application electronically

- If you have questions, contact the Grants Coordinator

Project Summary

- Describes the problem or community need

- States in terms of the benefit to the user (target audience), not to the grant applicant

- Supports with statistical or numerical evidence as much as possible

- Makes a compelling case why the need should be filled

Budget

Yes!

- Check your math

- Meet the guidelines

- Include Cost-Sharing (local match and/or in-kind support)

- Investigate prices

- Be detailed and realistic

- Explain and justify

No!

- Food or beverages

- Entertainment

- Construction costs

- Marketing

- Furniture

- Surprises

For more information, see Budget Considerations in the Grant Instructions or contact the Grants Coordinator

Outcome Based Evaluation (OBE)

- OBE is the preferred method of evaluation for LSTA grant projects

- You can use either the logic form or a narrative format to record your information

- You will include actual results at the end of your grant as part of Attachment F

CIPA and your LSTA Grant

Do I need to comply?

Does CIPA Apply?

IF…

- You are a public elementary school library, a secondary school library, or a public library
- You are a consortium that includes public elementary, secondary school, or public libraries

AND…

- You are requesting Federal (LSTA) funds for new computers to access the Internet
- Or direct costs associated with accessing the Internet

THEN YOU MUST COMPLY WITH CIPA

Libraries and CIPA

- Libraries need to certify either that they comply with CIPA or that for this grant CIPA doesn't apply. You will do this as part of the Intent to Apply process

- You need to comply with CIPA only if you are buying computers with LSTA funds

- If you are planning to buy computers with LSTA funds, as a part of your grant, the following conditions apply:

You Must Filter

- It must be library-wide

- Include staff/administrative computers

- Include computers that are on a separate network (e.g., your free Comcast account)

- Include computers that you bought years ago, before CIPA

Also Applying for E-Rate?

- If you will be receiving discounts for Internet or internal wiring for E-Rate, then the E-Rate compliance process supersedes the IMLS process

Still Have Questions?

- Contact your LSTA Grants Coordinator

Sara Wever

Utah State Library

250 North 1950 West, Suite A

Salt Lake City, UT 84116-7901

(801) 715-6732

(801) 715-6767 (FAX)

Hours: 7:00 am – 5:00 pm (Monday – Thursday)

And now, a word from our sponsors…

LSTA funds are brought to you by IMLS and the Utah State Library